

**BUSINESS TANGIBLE  
PERSONAL PROPERTY RETURN**

State Form 11274 (R29 / 1-12)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

**FORM  
103 - SHORT**PRIVACY NOTICE: The records in  
this series are confidential according  
to I. C. 6-1.1-35-9.**MARCH 1, 2012**

For Assessor's Use Only

**INSTRUCTIONS:** PLEASE TYPE or PRINT.

- This form must be **filed with the Assessor of the county in which the property is located** not later than May 15 unless an extension of up to thirty (30) days is granted in writing.
- A form 104 must be filed with this return.

**NOTE:** You must use Form 103-Long if:

- a. You are a manufacturer or processor;
- b. Your business personal property assessment is \$150,000 or more;
- c. You wish to claim any exemptions or deductions (other than the enterprise zone credit); or
- d. You are claiming any special adjustments such as equipment not placed in service, special tooling, permanently retired equipment or abnormal obsolescence.

Name of taxpayer		Federal Identification number **
Name under which business is conducted		DLGF taxing district number
Address where property is located (number and street, city, state, and ZIP code)		DLGF taxing district name
Nature of business		Township
Name and address to which Assessment and Tax Notice is to be mailed (If different than above)		NAICS * Code Number
County		
1. Federal Income Tax Year ends	2. Location of accounting records	Retail merchants certificate number
3. Form of business <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Corporation <input type="checkbox"/> Other, (describe) _____ <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Estate or Trust		
4. Do you have other locations in Indiana? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Did you own, hold, possess or control any leased, rented or other depreciable personal property on March 1? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, report it on Page 2 or file the Form 103-N or 103-O (See 50 IAC 4.2-8-3 & 4). Note: Failure to properly disclose lease information may result in a double assessment.	
6. Total sales for this location during the prior fiscal or calendar year		

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY COUNTY BOARD
Schedule A - Personal Property +	\$	\$	\$
Final Assessed Value =	\$	\$	\$

**SIGNATURE AND VERIFICATION**

Under Penalties of Perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property, subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated township or taxing district, on the assessment date of this return, as required by law; and is prepared in accordance with I.C. 6-1.1 *et seq.*, as amended, and regulations promulgated with respect thereto.

Signature of authorized person		Date (month, day, year)
Printed name of authorized person	Title	Telephone number (   )
Signature of person preparing return, if different than authorized person		Contact e-mail address
Printed name and contact information of person preparing return		

\* NAICS - North American Industry Classification System - complete list of codes may be found at [www.census.gov](http://www.census.gov).

NOTE: The NAICS Code Number appears on your federal income tax return.

\*\* An individual using his Social Security number as the Federal Identification number is only required to provide the last four (4) digits of that number per IC 4-1-10-3.

FORM 103- SHORT FORM See 50 IAC 4.2-4		CONFIDENTIAL		SCHEDULE A MARCH 1, 2012	
LINE	YEAR OF ACQUISITION	DEPRECIABLE PERSONAL PROPERTY	COLUMN A		COLUMN B
			TOTAL COST	T.T.V.%	TRUE TAX VALUE
1	From To 3-1-12 *			40	\$
2	3-2-11 To 3-1-12			40	
3	3-2-10 To 3-1-11			60	
4	3-2-09 To 3-1-10			55	
5	3-2-08 To 3-1-09			45	
6	3-2-07 To 3-1-08			37	
7	3-2-06 To 3-1-07			30	
8	3-2-05 To 3-1-06			25	
9	3-2-04 To 3-1-05			20	
10	3-2-03 To 3-1-04			16	
11	3-2-02 To 3-1-03			12	
12	Prior To 3-2-02			10	
13	TOTALS		\$		\$
14	30% of line 13, Column A		\$		
Line 15 must be the greater of Line 13, Column B or Line 14 (See 50 IAC 4.2- 4-9)					
15	Total True Tax Value of Depreciable Personal Property (To Summary on reverse side)				\$

Fully depreciated assets **must** be included in the total cost to be reported in Schedule A above.

**Election** to report cost of Depreciable Assets by Federal tax year ..... ☐ Yes ☐ No

**Election** available **only** when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

\* **If taxpayer** elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

#### Filing Basics:

- To locate contact information for the various county offices (Assessor, Auditor, & Treasurer), locate forms, and learn more about Indiana's personal property tax system, go to [www.in.gov/dlgf](http://www.in.gov/dlgf).
- Every person owning, holding, possessing, or controlling personal property in Indiana on March 1<sup>st</sup> is required to file a form by May 15<sup>th</sup>.
- Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the assessor before the filing deadline of May 15<sup>th</sup> and should include a reason for the request. The assessor has the authority to approve, deny, or set a different deadline of less than thirty (30) days for each request received.
- Personal property must be assessed in each taxing district where property has a tax situs.
- Inventory located in the State of Indiana is exempt and is not required to be reported.
- It is the responsibility of the taxpayer to obtain forms from the assessor and file a timely return. The forms are also available on-line at the department's website, [www.in.gov/dlgf](http://www.in.gov/dlgf).
- If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 103 Short, and filing it with the assessor. NOTE: Failure to properly disclose lease information may result in a double assessment.
- Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

#### Information of Not-Owned Personal Property Which Is To Be Assessed To The Owner

NOTE: This form is for the reporting of two or less Operating Leases. For all other leases, the Form 103-N (for the lessee) and the Form 103-O (for the lessor) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8. Failure to properly disclose lease information may result in a double assessment.

Name and Address of Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Quantity	Cost, If Known